



## DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 4.4.4	Subject: <b>OFFENDER CLOTHING, BEDDING, AND LINEN SUPPLIES</b>	
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 4	
Section 4: Sanitation and Hygiene	Revision Date:	
Signature: /s/ by Director Day 6/9/97	Effective Date: Oct. 1, 1997	

### **I. POLICY:**

It is the policy of the Department of Corrections to provide offenders in its facilities with clean, well fitting clothing appropriate for the season, and clean bedding and linen.

### **II. AUTHORITY:**

53-1-203, MCA. Power and Duties of Department of Corrections

### **III. DEFINITIONS:**

None.

### **IV. PROCEDURES:**

All offenders will be supplied with bedding and linens sufficient to provide comfortable, sanitary, and environmentally suitable conditions during confinement, and access to clean replacements or laundry facilities.

Care of all clothing and bedding supplies issued is the offender's responsibility, and he or she will be held accountable for its use. The facility will not be responsible for any personal clothing that offenders are permitted to retain.

A supply of clothing, linen, and bedding will be maintained at a level that exceeds the amount needed to supply the facility's maximum offender population.

Facilities will be available to provide for thorough cleaning, disinfecting, and storage of offender personal clothing not permitted in the facility or kept in housing units.

**A. Standard Clothing Issue**

1. A standard clothing issue appropriate to the climate and season will be provided to all offenders during the admission process. Facilities not requiring uniforms will ensure that appropriate items of clothing to meet climate and seasonal needs are provided.
2. Each facility will develop a uniform method for identifying the issue of clothing items that belong to each offender.

**B. Standard Bedding Issue**

Standard Bedding Issue for all offenders will include, at a minimum, one mattress (on bed), two blankets (seasonal), two sheets, one pillow, and one pillow case.

**C. Laundry**

1. Clean clothing and linen will be available to all offenders at least once a week, and the system will provide at least three complete sets of clothing per week.
2. Each facility will establish a location or method for laundering these items that ensures all offenders have the means available to obtain clean clothing and linen.
3. Offenders in locked units will be subject to separate procedures to be established locally.
4. Laundry exchange will normally be on a one-for-one basis (no exchange being made without turning an item in).
5. Blankets and pillows will be cleaned every three months.

Policy No.: DOC 4.4.4	Chapter: Facility/Program Services	Page 3 of 4
Subject: <b>OFFENDER CLOTHING, BEDDING, AND LINEN SUPPLIES</b>		

6. The responsibility for all items will rest with each offender.
7. Each unit or clothing officer will maintain records for each offender that may include:
  - a. a listing of all items issued/in possession of an offender;
  - b. a receipt signed by the offender for all issued/possessed items;
  - c. date of issue/receipt of each item;
  - d. cost of each item; and
  - e. any correspondence regarding issued/possessed items.
8. Replacement of issued items will be made by the designated staff when an item has equaled or exceeded its life expectancy or a lost or stolen item is authorized for replacement in writing by the Business Manager or designee. The offender will reimburse the facility for lost, stolen or damaged items.
9. Prior to an offender release or transfer, all items issued will be returned to the laundry exchange area to be inventoried and have their condition verified.
10. Possession of the property of another offender, or property which has been improperly altered, is a violation of facility rules and will be reported in accordance with offender discipline procedures.

#### **D. Protective Clothing**

1. Appropriate protective clothing will be issued to offenders assigned to food service, hospital, farm/ranch, garage, maintenance shops, industries, or other work details, and may be exchanged as often as necessary for the assigned work.

Policy No.: DOC 4.4.4	Chapter: Facility/Program Services	Page 4 of 4
Subject: <b>OFFENDER CLOTHING, BEDDING, AND LINEN SUPPLIES</b>		

2. Clothing provided will be suitable to the climate and season, be properly fitted and presentable, and durable.
3. Protective clothing will be issued when authorized in writing by the job supervisor and approved by the section supervisor.
4. In the case of some jobs (e.g. food service), issue of certain items will be automatic with assignment to that detail.
5. Special/protective clothing articles may include the following:
  - C white uniforms for food service and hospital workers
  - C cloth aprons
  - C rubber aprons
  - C safety shoes with steel toes
  - C parkas and/or overcoats for offenders assigned outside jobs in inclement weather
  - C overshoes or boots as required
  - C hard hats
  - C face masks.

**E. Other:**

No civilian clothing (in facilities requiring uniforms) or staff uniforms will be laundered or stored in a manner that allows offenders to come in contact with the clothing.

**V. CLOSING:**

Questions concerning this policy shall be directed to the employee's immediate supervisor.